



<b>Position Title:</b>	<b>Trauma-Informed Specialist</b>
<b>Supervisory Responsibilities:</b>	<b>Yes</b>
<b>Budget Responsibilities:</b>	<b>Varies</b>
<b>Reports To:</b>	<b>Program Director</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Date:</b>	<b>October 26, 2020</b>

#### **POSITION SUMMARY:**

Plans, coordinates, and implements culturally competent, non-clinical, trauma-informed healing programs for youth and families with complex trauma as COVID-19 compounds their pre-existing economic vulnerability, language isolation, anti-immigrant fears and unaddressed prior Adverse Childhood Experiences and other traumas (such as from family separations). Uses trauma-informed care expertise to be a resource and support to other Identity programs. Responsibilities may include supervising staff, managing a budget and serving as primary liaison with other agencies and service providers to support youth and families in the program and to share best practices in trauma-informed care.

#### **PRIMARY RESPONSIBILITIES:**

1. Plans, coordinates, and implements curriculum- or non-curriculum-based group-level culturally competent trauma-informed healing programs using the Positive Youth Development, among other models as the theoretical basis for programming.
2. Meets with individual clients to provide one-on-one emotional support/coaching/mentoring.
3. Coordinates administrative aspects of the program and collaborates with other Identity programs.
4. Supervises staff who facilitate or assist in facilitating programs, meet with parent/guardians or youth to assess needs, develop an action plan, make referrals to appropriate social service providers and provide on-going coaching/mentoring and case management supports.
5. Ensure program team maintains organized and updated physical and electronic files on each client, including relevant documentation: signed forms and releases; Intake, follow-up surveys. Adheres to all federal, state and local client document confidentiality requirements.
6. Measures program effectiveness using required evaluation tools and ensures program team follows evaluation protocols.
7. Redefines and/or adjusts program objectives as needed, in consultation with supervisor. Communicates changes to staff and stakeholders.
8. Prepares all required reports and deliverable reports ensuring the accuracy and quality of the descriptions, analyses, and statistics by required deadlines.
9. Assists supervisor in meeting program goals and fulfilling contractual agreements.
10. Supervises staff and volunteers and may have budget responsibilities.
11. Establishes and maintains strong, professional relationships with a network of strategic and institutional partners, (e.g., local trauma-informed care network, community partners, schools, social service providers, police, etc.).
12. Participates with focus and professionalism at required trainings, presentations and meetings.

13. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to the workplace and shares ideas and suggestions.

#### **SECONDARY RESPONSIBILITIES:**

1. Participates in organization's advocacy activities.
2. Supports other staff and programs and assists with special events, as needed.
3. Performs other duties as assigned, required, or needed.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required. Master's degree in social work, behavioral health or related field preferred.
- Minimum of two years of experience working with social services, and/or community outreach/enrichment program(s); preferably with youth-serving programs.
- Must be able to pass federal criminal background check and Child Protective Services background check.

#### **SKILLS AND ABILITIES:**

- Bilingual English/Spanish required.
- Up to date on best practices in trauma-informed organizations and trauma-informed care.
- Proficient in Microsoft Office and experience with database management.
- Excellent oral and written communication skills.
- Maintains composure and patience in routine, non-routine and urgent situations and ensures appropriate management of any crisis.
- Works collaboratively in all situations with clients and staff. Ensures clients' comfort and trust.
- Establishes and maintains interpersonal relationships with others while upholding strong customer orientation.
- Practices with a strong code of ethics, demonstrates sound judgment, and fulfills obligations.
- Ability to prioritize and organize multiple projects in a fast-paced environment to meet deadlines signifying good problem solving skills, effective and efficient use of resources, and responsibility.
- Ability to train people with all backgrounds and levels of knowledge as required.
- Will be trained in Cardiopulmonary Resuscitation (CPR) and First Aid by Identity. Must maintain certificates throughout tenure.

#### **WORK ENVIRONMENT:**

- Must be able to work a flexible 40 hour week schedule including occasional evenings and weekends.
- Requires travel between sites. Valid driver's license required with an acceptable driving record according Identity's policies and procedures.
- Semi-private office or open work area; easily interrupted with external noise; and controlled air temperature.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 50% of the workday.
- The ability to lift and move up to 10 lbs.